Digital Information Intern: Office of American Spaces



Project Title	Digital Information Intern: Office of American Spaces
Summary	We are looking for a virtual intern to create and improve finding aids, evaluate electronic resources, support training, and create marketing materials. If you have an interest in global information products, libraries and information, you are encouraged to apply!
Country	United States

Project Description

American Spaces are a global network of over 620 U.S. Government-supported venues located around the world. They are typically hosted by a university, binational center, or library. American Spaces provide resources about the United States, foster English language learning, and promote study in the U.S. to the general public in the host country. eLibraryUSA (eLU) is an electronic library funded by the Department of State for the American Spaces network.

The Digital Information Intern, guided by Office of American Spaces staff, will be assigned a number of tasks and responsibilities to promote usage eLibraryUSA. Tasks include writing creative finding aids, evaluating databases for subscription renewal, compiling reports on American Spaces activities and helping manage data related to the American Spaces program. The project will also provide support for the Office's online training programs for staff, Facebook-based virtual sessions, and collection development for the Office's online procurement system eShop.

Required Skills or Interests

Skill(s)
Data analysis
Editing and proofreading
Research
Writing

Additional Information

Preference is for a student pursuing a degree in Library and Information Science. Candidates with five or more years of work experience in a public or academic library will also be considered. The project requires database searching skills using such resources as JSTOR and Gale Academic OneFile, as well as good writing and editing skills. Familiarity with G Suite (including Google Docs and Google Sheets) and online learning environments (including Canvas) are a plus.

Language Requirements

None